## City of Tempe Disciplinary Action Form

		Disciplinar	y Action Form				
Emplo	yee Name:		Employee ID Number:				
Classif	fication Title:		Department/Division:				
Superv	visor's Signature/Date:						
Department Manager's Signature/Date:				Month/Day/Year			
Divisio	on Director's Signature/Dat	te:		Month/Day/Year			
Person	nel Rules and Regulations	Violated: Rule 4, Section 406	C	Month/Day/Year			
				the unsatisfactory incident(s), performance, be signed and dated by the Supervisor.			
		Employee prepares a memoran The memorandum must be signed		ting his/her response to the Supervisor's byee.			
of the i	investigation and the type of		mmended. The memoran	ree stating what was determined as a result dum must be signed and dated by the commend disciplinary action.			
	4: Completion of Disciplited by the appropriate Department		or completes the Disciplin	ary Action Form. The Form must be signed			
the rec				f Final Action with the employee to explain rvisor must ask Employee to sign and date			
	6: Distribution – Supervirandums completed in Step		ources Manager the comp	leted Disciplinary Action Form with			
THE	FOLLOWING ACT	IONS ARE <u>NOT APPE</u>	ALABLE TO THE M	IERIT SYSTEM BOARD:			
	Written Reprimand (Rule 4, Section 406 F) – The official notification to an employee that there is cause for dissatisfaction with the Employee's job performance or that there is misconduct.						
	Date of Written Reprim	Month/Day/Year					
	Disciplinary Suspension of 40 Hours or Less (56 Hours for Firefighters)* (Rule 4, Section 406 H) – The temporary separation of an employee from City service without compensation. The Department Manager must approve this action. Note: Exempt employees may not be suspended without pay for a period of time less than 40 hours (48 hours for Fire Battalion Chiefs) per the Fair Labor Standards Act (FLSA).						
	<b>Suspension Duration:</b>	From: Month/Day/Year	To:	Total Hours:			
		-	te accrued vacation leave for	hours of suspension. Attach a copy of the			

THE	FOLL	OWING ACTIONS <u>ARE</u>	APPEALABLE TO	THE MERIT S	Page 2 of 2 – Rev 4-3-02 SYSTEM BOARD:			
	Disciplinary Suspension of Greater than 40 Hours (56 Hours for Firefighters, 48 Hours for Fire Battalion Chiefs)* (Rule 4, Section 406 I) – The temporary separation of an employee from City service without compensation. The Department Manager must approve this action.							
	Suspens	sion Duration: From:	th/Day/Year	Month/Doy/Voor	Total Hours:			
	*Employee has been authorized by the Department Manager to substitute accrued vacation leave for the hours of suspension.  Attach a copy of the Suspension/Vacation Deduction form. <i>Note: An employee serving an initial probation is not eligible for this option.</i>							
	<b>Disciplinary Pay Reduction</b> ( <b>Rule 4, Section 406 J</b> ) – The reduction of an employee's salary not to exceed 10%. The reduction may be permanent or temporary, and must be approved by the Department Manager. <i>Note: This disciplinary action does not apply to exempt employees per the Fair Labor Standards Act (FLSA).</i>							
		<b>Temporary Pay Reduction:</b>	From:	T	Month/Day/Year			
			Month/Day/Year Old Hourly Pay Rate: \$	N	Month/Day/Year  [ew Hourly Pay Rate: \$			
		Permanent Pay Reduction:	Effective Date:					
			Old Hourly Pay Rate: \$	/Day/Year N	ew Hourly Pay Rate: \$			
	<b>Involuntary Demotion (Rule 4, Section 406 K)</b> – The movement of an employee from one classification to another classification at a lower rate of pay. The demotion may be permanent or temporary, and must be approved by the Department Manager.							
		<b>Temporary Demotion:</b>	From: Month/Day/Year	Т	Month/Day/Year			
			Month/Day/Year Old Pay Range/Hourly Rate		Month/Day/Year ew Pay Range/Hourly Rate: \$			
		<b>Permanent Demotion:</b>	Effective Date:	th/Day/Year				
		Old Classification:		assification:				
	Old Pay Range/Hourly Rate: \$ New Pay Range/Hourly Rate: \$							
	<b>Dismissal (Rule 4, Section 406 L)</b> – The discharge for cause of an employee from City service. The Department Manager must approve this action.							
	Effective Date: Month/Day/Year							
	Administrative Review (Rule 4, Section 406 N) – An employee who has been notified of a proposed suspension of greater than 40 hours (56 hours for Firefighters or 48 hours for Fire Battalion Chiefs), disciplinary pay reduction, demotion, or dismissal, may request an administrative review. After being notified of the type of disciplinary action proposed, an employee wishing an administrative review must contact the Department Manager's office by 5:00 p.m. on the next succeeding business day to arrange for an appointment.							
	Merit System Board Appeal – An employee must exercise and exhaust all internal appeal procedures before requesting a Hearing before the Merit System Board. An employee has 7 calendar days following written receipt of a disciplinary suspension of greater than 40 hours (56 hours for Firefighters and 48 hours for Fire Battalion Chiefs), disciplinary pay reduction, demotion or dismissal to request a hearing. <i>Note: An employee serving an initial probation is not eligible to appeal.</i>							
		that I understand my administrative of that my signature does not necessa		his Disciplinary Actio	on Form, and acknowledge its receipt.			
Employ	ee's Sign	ature & Date:						